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OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
110th Congress

MEMBER / OFFICER
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make these forms available to the public as soon as possible after they are received.

1. Name of Traveler: Ted Poe
2. a. Name of Accompanying Family Member (if any): n/a
b. Relationship to Member/Officer: ☐ Spouse ☐ Child ☐ Other (specify): n/a
3. a. Date of Departure and Date of Return: November 13-14, 2008
b. Dates at personal expense (if any): n/a
4. Itinerary (cities of departure – destination – return): Houston-Wichita-Houston
5. Sponsor(s) (who paid for the trip): Wichita Crime Commission
6. Describe meetings and events attended (attach additional pages if necessary): Keynote speaker at the closing dinner.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
 - a. ☒ the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
 - b. ☒ the Traveler Form completed by the Member or officer; *and*
 - c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*): ☒
b. If not, explain: _____

Poe

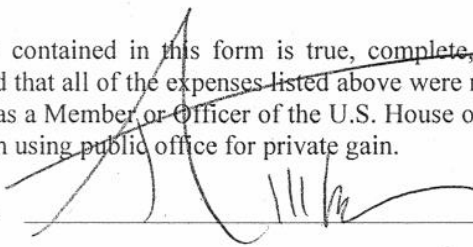
9. **TRIP EXPENSES:** Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For Member or Officer:	\$1206.50	200.00	50.00
For accompanying family member:	n/a	n/a	n/a

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For Member or Officer:	n/a	n/a
For accompanying family member:	n/a	n/a

I certify that the information contained in this form is true, ~~complete~~, and correct to the best of my knowledge. I have determined that all of the expenses listed above were necessary and that the travel was in connection with my duties as a Member or Officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:



DATE: 11.25.08

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515

October 17, 2008

The Honorable Ted Poe
U.S. House of Representatives
1605 Longworth House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Wichita, Kansas scheduled for November 13 to 14, 2008 sponsored by the Wichita Crime Commission, Inc.

However, we would note that since this trip is scheduled to commence after the general election on November 4, 2008 and because officially-connected travel must be related to official duties, it may be questionable whether a Member who was not reelected in the general election should to accept an invitation for a trip that is fact-finding in nature. Arguably, as of that time, the official responsibilities that may justify the acceptance of travel expenses for such a purpose will have come to an end. This consideration generally will not limit the Committee's authority to approve travel of a departing Member to participate substantially in an officially-related event (for example, to give a speech). Please keep this guidance in mind, as you may need to reevaluate your ability to participate in the trip following the election.

You must complete a Member Travel Disclosure Form and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and both the Private Sponsor Travel Certification Form (including attachments) and Member travel approval form you previously submitted to the Committee. You must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of your annual Financial Disclosure Statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Gene Green
Acting Chairman



Doc Hastings
Ranking Republican Member

GG/DH:slo

**U.S. House of Representatives
Committee on Standards of Official Conduct**

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers, and Employees**

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Ted Poe

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): n/a

For staff, name of employing Member/Committee: n/a

Office address: 1605 Longworth

Phone number: 5.6565

Email address of contact person: nina.andrews@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

**U.S. House of Representatives
Committee on Standards of Official Conduct**

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1. Name of Traveler: Ted Poe
2. Sponsor(s) (who will be paying for the trip): Wichita Crime Commission, Inc.
3. Travel destination(s): Wichita, KS
4. a. Date of Departure and Date of Return: November 13-14
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: n/a
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No
b. If yes, name of accompanying family member: n/a
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): n/a
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (*i.e.*, the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No
b. If yes, check one of the following: ☒ N/A – Sponsor checked 9(a) or 9(b)
(1) Approval for one-night's lodging and meals is being requested: ☐ or
(2) Approval for two-nights' lodging and meals is being requested: ☐
If "(2)" is checked, explain why the second night is warranted: _____
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (*indicate that form is attached by checking box*): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:
I am a founding member of the Congressional Victims' Rights Caucus and have been heavily involved
and supportive of legislation favoring victims, law enforcement officials and those in the judicial system.
9. **FOR STAFF:**
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: _____

Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

**U.S. House of Representatives
Committee on Standards of Official Conduct**

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers or employees under House Rule XXV, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer or employee, who will then forward it to the Committee. The trip sponsor should NOT submit the form directly to the Committee.

Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.

1. Sponsor(s) (who will be paying for the trip): Wichita Crime Commission, Inc.
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): Congressman Poe was invited to speak because of his law enforcement matters, area of expertise.
6. Dates of travel: November 13th and 14th, 2008
7. Cities of departure -- destination -- return: Houston, TX to Wichita, KS; Wichita, KS to Houston, TX
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box): ☒
9. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: ☒ or
 - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
 - a. One-night's lodging and meals are being offered: ☒ or
 - b. Two-nights' lodging and meals are being offered: ☐

If "b" is checked, explain why the second night is warranted: _____

11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify "yes" by checking box): ☒
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: The Wichita Crime Commission is responsible for organizing the Commission's 55th Annual Awards Dinner.
13. Describe each sponsor's organizational interest in the purpose of the trip: To bring Commission members, judges, city, county, state and federal law enforcement representatives together.
14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (i.e., a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: Coach airfare on a commercial flight.
15. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify "yes" by checking box): ☒
16. I represent that either (check one of the following):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☒ or
 - b. The trip involves events that are arranged or organized *specifically with regard* to congressional participation: ☐
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): _____
17. Reason for selecting the location of the event or trip: The Wichita Crime Commission, Inc. has conducted this annual event in Wichita, KS for 55 years.
18. Name of hotel or other lodging facility: Hilton Wichita Airport Hotel
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): Approximately \$200
20. Reason(s) for selecting hotel or other lodging facility: The annual event has been held at the Hilton Wichita Airport Hotel for the past 22 years.

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	1516.00	200.00	50.00
For each accompanying family member	_____	_____	_____

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	_____	_____
For each accompanying family member	_____	_____

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify "yes" by checking box): ☒
23. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name and title: Booby F. Stout, Executive DirectorOrganization: Wichita Crime Commission, Inc.Address: 125 N. Market St. #1115, Wichita, KS 67202Telephone number: 316-267-1235Fax number: 316-263-0011Email Address: bs@wichitacrimecommission.org

The Committee staff may contact the above individual above if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)
(202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct

Question #8 – Detailed Agenda

Congressman Poe will be picked up at the Wichita, Kansas Airport on arrival and will be transported across the parking lot to the Hilton Wichita Airport Hotel. His first organized activity will be to meet with many of the dinner attendees as they gather in the hotel's ballroom pre-function area. Dinner will be served at 7:00p.m. followed immediately by an address by Mr. Poe. He will remain at the head table during the presenting of several awards. At the conclusion of the event, he will return to his on site hotel room. He will be picked up the following morning and transported to the airport to board his flight to ~~Washington, D.C.~~
Houston, TX.